Job Description

POSITION TITLE:	Director II, Networking Services	#6279
	Information Technology	
	Business Services	
SALARY PLACEMENT:	Senior Management Salary Schedule	
	Range 2	

SUMMARY OF POSITION:

Under general direction of the Division Director of Information Technology, independently performs server and database administration, system analysis, network design, implementation, maintenance, and troubleshooting; gather and collect information, analyze, document, and report on findings, impact, and potential solutions; provide advanced technical and project support for a large and diverse user environment within a large, multi-campus, heterogeneous network; maintain knowledge of current network technologies and explore growth opportunities and trends.

Develops concepts, designs, and deploys new innovative systems and services. Researches and evaluates new technologies, trends, and best practices. Writes and prepares elaborate proposals and scopes of work. Participates in contract negotiations. Prepares and formulates cost analysis, quotes, and timelines/milestones to customers. Conducts presentations, demonstrations; conducts market analysis and develops creative/strategic plans. Manages several data management systems in a considerably large and diverse user environment within a broad framework of standards, policies, and procedures, utilizing current techniques and methodologies. Plans, coordinates, supervises, monitors, and maintains the efficient operation and maintenance of a variety of K-12 administrative systems.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration, or equivalent experience in management information systems. Five years of increasingly responsible experience with information systems in a large-scale information technology environment including network and computing devices, data network engineering, maintenance, and troubleshooting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Experience performing wired and wireless network design, implementation, maintenance, and troubleshooting. Experience providing advanced technical and project support for a large and diverse user environment within a large, multi-campus, heterogeneous network; Experience creating and managing a Windows Server infrastructure including Active Directory, DNS, DHCP and Radius.

Experience with educational administrative systems. Experience in Audio-Visual technologies, multimedia, and project management. Ability to write and prepare elaborate proposals, contracts, and scopes of work. Previous experience supervising, leading, and evaluating staff. Experience with educational administrative systems. Experience in a public education environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
- proper office methods and practices
- operational requirements of networked computer systems; applications including Microsoft Office and others; Chromebooks, Macintosh, Windows, and Windows Server operating systems; mobile computing platforms including smartphones and tablets; modern computer techniques, methodologies, principles, and practices

- current industry trends and technological advancements within the computing field
- California K-12 specific requirements, including but not limited to California Ed Code, SOPIPA and Public Records Act; familiarity with a wide range of federal requirements, including but not limited to COPPA, CIPA, FERPA, PPRA, HIPAA
- principles and methods of system administration and networking, capabilities and limitations of Windows and Windows Server operating systems, Active Directory, email, virtualized servers, virus protection, documentation concepts and clear written and oral communications

Ability to:
- follow manuals and read complicated instructions; understand and carry out oral and written instructions
- use appropriate and correct English, spelling, grammar, and punctuation; perform arithmetic calculations with speed and accuracy
- operate a variety of standard office equipment including computing devices, printers, copiers
- work independently; communicate effectively in written and oral form
- operate and have a sound technical understanding of a wide variety of computing systems, operations, hardware, and software
- flexible and receptive to change
- establish and maintain effective working relationships with others in a large and diverse user environment
- analyze procedures and problems, develop, and implement improvements and solutions; prepare reports; gather, analyze, and organize information

Possess:
- leadership skills in planning, setting agendas and coordinating/conducting meetings/training
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

DISTINGUISHING CHARACTERISTICS:
The Director II represents Range II of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Utilizes computing hardware and software, word-processing, spreadsheet, and database applications to perform basic duties including documentation, reporting, scheduling, and user support.
14. Provides training and support to a diverse customer base in the proper installation and maintenance of network hardware and software systems along with policies and procedures related to technology.
15. Maintains an advanced level of technical knowledge and skills involving computing and software architecture, implementation and troubleshooting, networking practices, equipment, and trends.
16. Install, test, operate, monitor, and maintain new and existing wired and wireless networks.
17. Research, tests, recommend, implement, and maintain new products, technologies, and trends that will enhance and increase the technical productivity, security and levels of service provided by the Information Technology Department.

18. Analyze existing or proposed projects and requests to determine the feasibility for technical adaptation; prepares project proposals and quote requests and provides research and implementation documentation on project implementation.
19. Create clear and concise technical documentation on Enterprise level systems and procedures; coordinate testing and evaluation of vendor software and hardware.
20. Gather information systems requirements through study of existing documentation, workflows, procedures, regulations, audit findings and other artifacts; supplement gathered requirements through observation, interview, attendance at workshops and conferences and other sources.
21. Lead wiring contractors and coordinate flow of work and ensures that deadlines are met.
22. Develop audio-visual project plans, meet with vendors, and oversee implementation.
23. Assist the Division Director of Information Technology in the preparation of strategic plans/processes and may participate in presentations to the Data Processing Joint Powers Agreement (DPJPA) Board.
24. Assist the Division Director of Information Technology in the budgeting process.
25. Create, recommend, and update standards and department policies and procedures.
26. Respond to a rapidly changing technical environment and the requirements of customers.
27. Comply with all standards, procedures, controls, and policies as established by San Joaquin County Office of Education, participating school districts, and the Information Technology department.
28. Perform other related duties as required.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit and stand for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in a standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, and scheduled vacations or to meet installation deadlines. Requires travel within San Joaquin County and occasionally elsewhere within California.

4/15/2023 final sc